



Warracknabeal Secondary College

Visitors Policy

Child Safety statement: Warracknabeal Secondary College is committed to child safety (Ministerial Order No. 870) and takes all reasonable steps to ensure that the safety of our students is paramount.

Rationale:

Warracknabeal Secondary College seeks to provide an open, safe and friendly learning environment for our students and staff, which values and actively encourages visitors to our school. At the same time, we are committed in our duty of care of providing child safety (**Ministerial Order No. 870**), ensuring that **all** children in our care are safe, happy and empowered. Our College acts in the best interests of **all** of our students at all times and takes all reasonable steps to ensure that the safety of our students is paramount. We recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

Aims:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.

Implementation:


- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
- Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day. Parents who wish to communicate with or collect their students at other times of the day **ARE** considered visitors.
- All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign a "Visitors" book and will be assigned a "Visitors" badge which they must wear at all times within the school. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to "sign out" in the Visitors book.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- If the office is unattended for any reason, visitors are asked to **WAIT** until someone has attended to their enquiry. If there is a change to this procedure a sign will be posted informing visitors of the procedure they need to follow on that occasion.
- Visitors may require a 'Working with Children Check' and demonstrate their compliance with Child Safety standards. See relevant policies: Child Safety, Code of Conduct, Working with Children Check and Volunteer.
- If a visitor is required to have a WWCC they will be asked to produce it during the Sign in process.
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
- Trades people providing a service before or after normal school times must still sign in using the visitor book process. A copy of any current OHS issues will be left in the visitor book for their information.
- The school's OHS representative is responsible for updating any information regarding OHS matters in the Visitors book.
- The above-mentioned process for managing and monitoring visitors will be published in the school newsletter, visitors will be reminded at all school entrances to precede to the main office and the Visitor policy will be made available on the school's website: warracksc.vic.edu.au
- Visitors within the school who have failed to follow this process will be reminded to do so firstly verbally and if they fail to follow the process a second time by an official letter.
- Under the Summary Offences Act 1966 and subsequent amendments, the principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

Evaluation: This policy will be reviewed as part of the school's three-year review cycle.

Ratified by School Council

Date: 17/06/2019

Signed:

Principal: 

School Council President: 